



NEWTON ROAD SCHOOL

Academy Handbook: Policies and Procedures

Title	First Aid Policy
Associated Policies	<ul style="list-style-type: none"> • Professional and Safe Conduct • Disciplinary Procedure • Safeguarding and Child Protection

Reviewed: September 2018

Next Review: September 2021

Policy Statement

This policy will be reviewed termly to ensure that information about staff responsible for ensuring safe administration of First Aid is up to date.

Aims:

It is our policy to ensure that appropriate first aid arrangements are in place for all our children and young people, staff and visitors to the school. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment and materials. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is undertaken outside these hours, adequate first aid cover will be provided.

Objectives:

- To appoint the appropriate number of suitably trained staff as Appointed Person and First Aiders to meet the needs of the academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- Where requested to provide information to parents and carers about the arrangements for giving first aid.
- To keep accident records and make reports as necessary.
- To ensure that all staff work within approved policy and procedures in relation to child protection and safeguarding when providing First Aid to students.

Legal position:

The duty to provide first aid at work is governed by the Health and Safety (First Aid) regulations 1981, which require organisations, including educational settings, to carry out a risk assessment in order to determine what first aid facilities are necessary to meet their needs. This assessment of needs has to be reviewed periodically to ensure that the provision continues to be adequate. In order to comply with these regulations, the assessment at Newton Road School has considered a number of factors including:

- Size of school
- Type of school
- Number and ages of pupils on roll
- Building layout
- Past history of accidents
- The needs of lone workers

See Appendix Two – risk assessment

This policy should be read in conjunction with the following policies and government guidance:

Intimate Care Policy
Supporting pupils at school with medical conditions policy
Child Protection and Safeguarding Policy
Medicines Policy

DfEE Guidance on First Aid for Schools February 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

DfE Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Safeguarding and Child Protection Considerations

When responding to first aid or medical needs of students staff must always follow the school Child Protection & Safeguarding policy and procedures. It is good practice to treat/provide first aid in an open area, with a witness present. If a child or young person has an injury or ailment in an area of the body that could be considered to be intimate, school staff should not investigate or look at it but ask the child to check themselves (in private). If the child or young person cannot check themselves or reports an issue such as bleeding, their parent or carer should be contacted immediately so that they can come to the school and assess the injury. If they cannot be contacted medical guidance should be sought, which might involve calling an ambulance.

For guidance any area that might be covered by cycling shorts (mid-thigh length) and a vest should be considered to be an intimate area. In all cases involving this sort of incident parents or carers should be advised by telephone that their child has requested First Aid, and the protocol followed.

Responsible Personnel

The Executive Board of the Nene Education Trust is responsible for the health and safety of their employees and anyone else on the school site. This includes the Principal, all teaching and non-teaching staff, pupils and visitors (including contractors). They will ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are in place. See Appendix Two. They will also ensure that the insurance arrangements in place provide full cover for claims arising from actions of staff acting within the scope of their employment.

The school Principal is responsible for putting the policy into practice and for developing detailed procedures. They must ensure that the policy and information on first aid is available to parents and carers on request. Teachers and all other staff are expected to do all they can to secure the welfare and safety of pupils.

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First Aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Informing the Appointed person if a first aid box needs replenishing.

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties – a first aider must be able to leave to go immediately to an emergency

At Newton Road School the following members of staff are trained first aiders:

Name	Job role	Area of school	First Aid qualification and date to be renewed
Zoe Arnold	HLTA	All areas	Emergency First Aid 03.09.2020
Jenny Barry	Teaching Assistant	All areas	Emergency First Aid 03.09.2020 Paediatric First Aid 24.05.2021
Steve Barfoot	Site Supervisor	All areas	First Aid at Work 24.05.2021
Matt Butler	PE Teacher	All areas	Emergency First Aid 11.04.2019
Roz Ellis	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Geraldine Finnegan	Lunchtime Supervisor	All areas	Emergency First Aid 03.09.2020
Rachel Jones	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Sheena Love	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Hazel Manning	Lunchtime Supervisor	All areas	Emergency First Aid 03.09.2020
Sarah Martin	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Kerry Mills	Principal	All areas	First Aid at Work 18.02.019
Charlotte Oughton	Teaching Assistant	All areas	Paediatric First Aid 24.05.2021
Demi Owens	Teacher	All areas	Paediatric First Aid 24.05.2021
Helen Ridley	HLTA	All areas	Emergency First Aid 03.09.2020
Lisa Roberts	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Suzanne Robinson	Family & Pastoral Support Officer	All areas	First Aid at Work 24.05.2021
Lynn Tomlin-Barfoot	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Donna Vickers	Teaching Assistant	All areas	Emergency First Aid 03.09.2020
Janet Wallace	Lunchtime Supervisor	All areas	Emergency First Aid 03.09.2020
Tamsin Webber	Teacher	All areas	Paediatric First Aid 24.05.2021

The **Appointed Person** will be a First Aider who has undertaken training.

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary, and directing a member of staff to receive the ambulance at the nearest point of entry to the academy.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

At Newton Road School, Suzanne Robinson is the Appointed Person for First Aid.

Procedures

The following general first-aid related procedures are to be followed by all staff:

- As soon as you are aware that anyone on the school site has been taken ill or has had an accident, call another member of staff for assistance.

Serious injury or illness.

- Assess the patient's condition and call 999 for an ambulance or 111 for NHS advice line, if you think this is needed. Send for a school first aider.
- Where a child is involved call the child's parents or carer. If they cannot be reached the academy will make the decision on whether to call an ambulance, but will always err on the side of caution. In this situation a member of the office staff will continue to try to contact the parent/carers whilst first aid care is being given.

Less serious injury or illness:

- Make sure the patient is in a safe place, and call for assistance from a first aider.
- If the patient is able to walk safely they should be escorted to the nearest First Aid post.
- The First Aider will assess the situation again and make a decision as to whether further medical advice needs to be sought, first aid can be given safely in school or no first aid is needed at this point. This decision will be recorded on a First Aid form (Appendix Three/Five) in all instances. Where a decision is made to not administer first aid, the condition of the patient should be checked after an appropriate time period, and this should be noted on the First Aid form.
- If First Aid is given to a student it must always be reported to their parent or carer, either by phone, or for minor injuries using the form on Appendix Four.

Personal First Aid:

Staff who use materials out of a school first aid box should ensure that the box is returned to its proper storage place, and notify the Appointed Person if it needs to be re-stocked. Staff must inform the Appointed Person if they have suffered an accident at school, and should complete an accident form and hand it to the Appointed Person. **Visitors:** It is our policy to offer first aid assistance to visitors on the school site, under the guidelines that apply to pupils and staff. If a visitor feels unwell or has an accident the member of staff supervising their visit should call for a first aider or the appointed person. The member of staff supervising their visit is responsible for ensuring that an entry is recorded in the accident book.

Trips and visits off site:

The school will ensure that a qualified first aider always accompanies classes on trips off site and will carry a fully stocked first aid bag. PE staff will always take a first aid bag to matches and competitions off site.

Children with Medical Needs:

A list of any students who have epipens, inhalers or who have diabetes or any other chronic illness is located in The Nest Office in a locked cabinet. The list also shows where their medical equipment will be located. First Aiders will also be given a copy of this list so that they are aware of pupils who may need their support for a diagnosed medical condition. See also the 'Supporting pupils at school with medical conditions' policy.

Staff Training of First Aiders:

All staff undertaking First Aid duties will be given full training in accordance with current legal requirements. Any appointed person will attend a basic course.

Information for staff:

We acknowledge that first aid arrangements will only operate efficiently when they are understood by both school staff and others who are working at the school, including part time and supply or temporary staff. Information on how to summon first aid is included in the induction of all new staff. Information about current first aiders and the appointed person is displayed in the staff room.

First aid boxes can be found in the following locations:

Wall mounted:

- Outside staffroom
- Year 3/4 wet area
- Foundation toilets

Cabinet:

- Bottom of steps in Hove Building

Grab Bags:

- Main office
- The Nest Office

Hygiene and infection control:

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involved blood or other bodily fluids. Care must be taken when disposing of dressings or equipment. When there has been a spillage of bodily fluids a bio-hazard pack should be used for the disposal of the body fluids.

Treatment of injuries:

- All adults treating an open wound must wear a new pair of disposable gloves.
- If in doubt send for an ambulance
- Casualties with suspected fractures or back or neck injuries must not be moved, and an ambulance must be called.
- If an injured or ill student needs to go home their parent or carer must be contacted so that they can arrange to collect their child from school. These students should not be sent home without their parent or carer's knowledge.

Cuts and grazes:

If necessary these should be treated with a cleansing wipe, and if bleeding a plaster applied. A first aid form should be completed and a first aid notification to parent made.

Head injuries:

Any bump to the head, no matter how minor it might seem, must be treated as serious. All bumped heads must be treated with an ice pack for at least 10 minutes, whilst their well-being is monitored. A child who feels sick or woozy after a head bump should be referred for medical assessment – with their parent if they can be contacted immediately or by calling for an ambulance.

In all cases the child/young person should receive a first aid sticker/wrist band, and their parent or carer must be sent a text advising them of the injury and asking them to telephone the school. When they contact the school they should be advised of the nature of the bump and given the opportunity to come into school to check on the well-being of the child. Staff must not state that the child 'seems fine' and should leave it to the parent to decide if they wish to come in to school to see their child. A first aid form must always be completed.

Recording and reporting first aid:

All accidents and first aid referrals and treatments must be recorded on an accident/ first aid form. See Appendix 3 for children and Appendix Five for adults.

For minor injuries (not including head bumps) a first aid notification should be completed and given to the child to take home. A minor injuries text should be sent to their parent or carer.

For all head injuries the parent or carer must be sent a text to inform them that their child has had a head bump and asking them to contact the school. When they phone or come into the school they should be advised of the nature of the bump and given the opportunity to check on the well-being of their child. Staff must not give an opinion on how the child is, or suggest that they might 'be fine'. It is up to the parent or carer to decide if they wish to come into school to check on their child. If the head bump is more major the child's parent should be telephoned and asked to come to school straight away. If the child appears to be unconscious or losing consciousness an ambulance must be called.

For more serious accidents, where immediate first aid is not enough to resolve an injury, the child's parent or carer should be telephoned and advised of the accident and injury.

Where a child or adult suffers an accident at school that requires medical attention at hospital this must be recorded on an accident record, which will be sent to the Chief Operating Officer at Head Office.

Where an adult suffers a serious injury or accident this may need to be reported to the Health and Safety Executive. Information on the exact reporting requirements can be found at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Appendix One: Contents of a First Aid Container.

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- Leaflet giving general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approx 12cms x 12cms) individually wrapped sterile unmedicated wound dressings

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
CHILDREN AND ADULTS BEING HURT WHILST IN SCHOOL	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • A qualified first-aider/with enhanced CRB will be available during school hours. • One fully stocked first-aid containers sited bottom of the step in Hove Building • In case of emergencies/the need to accompany a child hospital, two adults present throughout the school day • Appointed person in place. • Information about how to get First aid clearly displayed in the school. • Updated contact and medical details/health care plan for all children kept in the school office. • Medical room identified. • Accident book to record and monitor incidents. • Procedure for informing parents in place. • First Aid procedures explained to children. 	To be reviewed annually			

CHILDREN AND ADULTS BEING HURT WHILST OFF SITE	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • Good ratio of adults: children when off-site 1:5. • One fully stocked portable first-aid bag for off-site activities sited in Locked cabinet at the bottom of the steps in Hove Building • Emergency contact information and fully-charged mobile telephone taken whenever off-site. • Accident book to record and monitor incidents. • See educational visits policy. 	To be reviewed annually			
SPREAD OF INFECTION/ HYGIENE CONTROL	Children, staff, volunteers, visitors	<ul style="list-style-type: none"> • Staff will have access to single-use disposable gloves and hand washing facilities. They will take care when dealing with blood or other body fluids and disposing of dressings or equipment. 	To be reviewed annually			

- Two large (approx. 18cms x 18cms) sterile individually wrapped unmedicated wound dressings
- One pair disposable gloves

Risk Assessments should be reviewed if it is no longer valid i.e. following an accident or incident, or there is significant change to an activity or the equipment used.

Accident or Incident Form for pupils

DATE &
TIME

--

Injured or Affected Person					
Surname		Forename(s)			
Address			Age		
Post Code		Gender	Male		Female
Class		Status	PUPIL		

Details of Accident or Incident			
Location of the incident (state name of classroom, sports area etc)			
Witnesses			
Date	Time		Period
Name of the person the accident was reported to			

Details of Injury	
Nature (if none, write none)	
Part of Body	

Treatment

<input type="checkbox"/>	No treatment	<input type="checkbox"/>	First aid/ give details of treatment.....	<input type="checkbox"/>	Ambulance called
<input type="checkbox"/>	Minor Injury letter given, indicating bumped head plus sticker	<input type="checkbox"/>	Parents informed – sent home to monitor	<input type="checkbox"/>	Parents informed to attend Urgent Care Centre
<input type="checkbox"/>	Minor injury letter given	<input type="checkbox"/>	Parents informed to attend pharmacy	<input type="checkbox"/>	Parents informed to attend dentist

Description of Events leading up to the Accident or Incident	
---	--

Signature of Person Treating	
-------------------------------------	--

TO BE COMPLETED IF PARENTS ARE CONTACTED

Description of Immediate Actions

Description of Possible Causes

Review of Options to Prevent Reoccurrence

Recommendations

Information obtained from parent / medical professional

Report Completed By

Full Name	
Signature	
Date	

Newton Road School

Date:	Time:	Name:	Class:
Type of Injury:		Treatment Given:	
Brief description of incident:		Cold Compress	<input type="checkbox"/>
		Cleaned &/ or Plastered	<input type="checkbox"/>
		Checked & Monitored injury	<input type="checkbox"/>
		Parents informed	<input type="checkbox"/>
Name of Parent/Carer Contacted:		Treated By:	
Time:			
<p>Adverse signs to look for after a bump on the head</p> <p>Can occur at any time within 72 hours</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Disorientation <li style="width: 50%;">• Irritability <li style="width: 50%;">• Confusion <li style="width: 50%;">• Pale <li style="width: 50%;">• Vomiting <li style="width: 50%;">• Action out of character <li style="width: 50%;">• Unusual drowsiness 			



Accident or Incident Form for Staff

Number:

Injured or Affected Person

Surname	<input type="text"/>	Forename(s)	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address	<input type="text"/>	Age	<input type="text"/>			
Post Code	<input type="text"/>	Status	<input type="text" value="Staff, Student, Other"/>			
		Tutor Group	<input type="text"/>			

Details of Accident or Incident

Location of the incident (state name of classroom, sports area etc)	<input type="text"/>		
Witnesses	<input type="text"/>		
Date	Time	Period	<input type="text"/>
Name of the person the accident was reported to	<input type="text"/>		

Details of Injury

Nature (If none write none)	<input type="text"/>										
Part of Body	<input type="text"/>										
Treatment	<table border="0"> <tr> <td><input type="checkbox"/> No treatment</td> <td><input type="checkbox"/> First aid</td> <td><input type="checkbox"/> Ambulance called</td> </tr> <tr> <td><input type="checkbox"/> Sent home</td> <td><input type="checkbox"/> Attended GP</td> <td><input type="checkbox"/> Sent to hospital <small>Complete form F2508</small></td> </tr> <tr> <td><input type="checkbox"/> Resumed work</td> <td><input type="checkbox"/> Attended dentist</td> <td><input type="checkbox"/> Hours detained</td> </tr> </table>		<input type="checkbox"/> No treatment	<input type="checkbox"/> First aid	<input type="checkbox"/> Ambulance called	<input type="checkbox"/> Sent home	<input type="checkbox"/> Attended GP	<input type="checkbox"/> Sent to hospital <small>Complete form F2508</small>	<input type="checkbox"/> Resumed work	<input type="checkbox"/> Attended dentist	<input type="checkbox"/> Hours detained
<input type="checkbox"/> No treatment	<input type="checkbox"/> First aid	<input type="checkbox"/> Ambulance called									
<input type="checkbox"/> Sent home	<input type="checkbox"/> Attended GP	<input type="checkbox"/> Sent to hospital <small>Complete form F2508</small>									
<input type="checkbox"/> Resumed work	<input type="checkbox"/> Attended dentist	<input type="checkbox"/> Hours detained									

Description of Events leading up to the Accident or Incident

<input type="text"/>

Staff Only - This form continues on the reverse side. Please complete the whole form. Completing and signing this form does not constitute an admission of liability of any kind. Completed form to the Principal, copy to the Building Manager
([look at the staff accident or incident form 2016 staff](#))